

Before you submit an OPRA, did you look for the information online?

The Township of Clinton would like to remind you of a few items:

Property Taxes & Liens:

- <https://taxlookup.njtown.net/pmod4search.aspx?cc=10>
- Enter Block and Lot Number, or Enter the Address

Surveys: Surveys are documents that are privately obtained by the property owner for the purpose of their purchase or sale. These documents are not filed with Township. *Sometimes* if a property owner makes improvements to their homes, a survey may be submitted as part of their documentation for permits in the Building/ Construction Office or submitted to the Planning & Zoning Office for variance consideration. The office cannot look in every file for a survey. Try to identify a permit, project, or improvement period, so that staff can look in specific files to see if a survey exists.

Construction Permits: Open and closed construction permits can be found online at <https://www.sdlportal.com/> and then by searching the address. You will need to create an account, which is free, to access the information.

Zoning Maps: View the online zoning maps to review easements, historic zones, highland zones, open space.

- <https://clintontwpnj.gov/>
- Departments → Zoning

Public Sewers: Some areas of the Township are served by public sewers. For complete information on service areas, rates, and hookups, please contact the Clinton Township Sewerage Authority: <https://clintontwpnj.gov/sewer-home>

Public Water: The Town of Clinton, and **NOT** the Township of Clinton is the supplier of public water in those areas of the Township where it is available. Please contact the Town of Clinton for further information about service area, hookups, and rates: Phone Number: (908) 735-2265

Deeds: Search online or in person at the Hunterdon County Clerk's Office website for property deeds. <https://www.co.hunterdon.nj.us/countyclerk.htm>

OPRA Requests are requests for records. Be specific about the records you are looking for in your request. We are not required to conduct a search. We are required only to retrieve the specific records.

- "Anything and everything for 123 Main Street" is not a valid request and will be denied.
- "Open & Closed Building permits and septic plans for 123 Main Street" is a valid request.

Reminders:

- Print clearly or type your request. If we cannot read your writing, we cannot get you the information.
- Sign the OPRA form in the appropriate place.
- Each individual township department may contact you with updates or to provide your requested documents.
- The township has seven (7) business days to respond to your OPRA request. If you do not receive any form of contact within seven (7) business days, please contact the Township at 908-735-8800. An extension of time may be needed based on scope of request. If so, a written notice will be made as part of the seven (7) day request.